

~~SECRET~~

5 August 1977

25X1

MEMORANDUM FOR: Chief, PCS
FROM : Chief, PCS/LSN
SUBJECT : FBI Reporting - [redacted]

25X1

1. FBI reporting to this Agency comes in two general formats:

(1) FBI reports which originated in various FBI field offices are sent to the Agency in a format called Letter Head Memorandum (LHM). The Letter Head Memorandum format is also used by FBI Headquarters when field offices have sent to the FBI Headquarters reports and when Headquarters wishes to disseminate these reports to other agencies including CIA.

(2) The second general format is called Operational Memorandum. These Operational Memoranda originate in FBI headquarters and cover operational matters including responses to specific requests from the Agency, i.e., CIRs and CIOLs. In addition, when FBI Headquarters wants to levy a request upon the Agency, these requests are sent to the Agency in the Operational Memorandum format.

2. These Operational Memoranda are not signed by the Director of the FBI but are initiated by an authorized FBI officer. This format does have a "to" and "from" line. This format corresponds to the DO format such as the CIR.

3. The third form of correspondence from FBI to CIA is the official letter signed by the Director, FBI to the DCI and these letters are usually hand-carried to the Director's office by either the FBI liaison officer or by PCS Liaison.

4. The memorandum in question concerning [redacted] was 25X1 dated 29 June 1977. This Operational Memorandum was delivered to PCS Liaison and immediately given to EA Division. This practice of delivering these memoranda to the appropriate division has been in effect for a long time and is the proper method.

25X1

WNSISM

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5. I wish to emphasize that historically and properly these operational memoranda are not sent to the DCI and those that are processed through PCS Liaison are sent to the appropriate divisions concerned. It is up to the division or staff involved to decide which of these operational memoranda should go to the DDO and the DCI.

25X1



25X1

perhaps — but in this
case the division
was wrong — the
PCS should not over-
emphasize the DDCI
and DCI — but it does
now — with the
new division

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ROUTING AND RECORD SHEET

Justice

STAT

SUBJECT: (Optional)

FBI Reporting -

FROM:

Eloise R. Page
C/PCS

EXTENSION

NO.

Executive Registry

77-16013

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. - Draw a line across column after each comment.)

25X1

RECEIVED

FORWARDED

STAT

25X1

This explains the FBI's

Memorandum systems

1. Executive Secretariat
Attn:

Aug 6 Aug

2. 7D6019

3. C/PCS/D70

5.

6.

7.

8.

9.

10.

11.

(EX)ECUTIVE REGISTRY FILE

12.

13.

14.

15.

To 3 set my

notes, please

+ phone me.

15 Aug.

15 Aug 77

Justice

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